Fairfield County Foundation: 
Reviewer Information
Before Beginning

• Applications will be assigned to reviewers beginning March 20th with a completion date of April 16.
• Please fill out a Conflict of Interest form prior to starting.
• FCF uses the online system Academicworks for students to submit applications and all applications are reviewed online.
• If you have a log on from last year you will use that again.
  – Please contact us if you have tried logging in and cannot
• If you are a reviewer for the first time you will receive an email to create your log on.
• All applications must be scored following the rubric on Academicworks.
How to log on

• [https://fairfieldcountyfoundation.academicworks.com/users/sign_in](https://fairfieldcountyfoundation.academicworks.com/users/sign_in)

• You will receive an email when applications are assigned to review.
Opportunities

The home page will display the following information:

• The “Opportunities” (scholarship) that you have been assigned to review
• The time frame that you have to submit reviews
• How many reviews are assigned to you

Click on the name of the “opportunity” to begin.
List of Applicants

The next page will show the list of applicants who have applied to this opportunity. You have the option to view the opportunity details to read the specifications for this opportunity. Click **begin** to view the application and begin the reviewing process.
Application Views

Each application has 3 different views

• Review - the rubric to complete

• Application - vertical view of application

• Side by Side - rubric next to application
Application

You have evaluated 0 of 16 applications for The Ernest S. Biczak, MD '77, Endowed Scholarship.

The Ernest S. Biczak, MD '77, Endowed... > Allen Smith

Thank you for taking the time to assist with our scholarship selection process! Please contact Jane Smith at 888-123-4567 in the Foundation Office with any questions.

Applicant Provided Information

General Application

1. First Name
   Allen

2. Last Name
   Smith

3. Address
   112233 Congress

4. City
   Austin

5. State
   TX

6. Zip
   79701

7. Home Phone
   939-999-9999
Review

To rank applicants use scale 1 to 5. 1 being the lowest and 5 being the highest.

Situations change please select 3 alternate recipients. Amount available to spend $7,250

Amelia Fickel and Glenn Moodie : Jane Doe

Rate This Applicant

- Name of High School Miller High School
- Resident of former New Straitsville School District
- Financial Need
- GPA
- Personal Statement
- Letters of Recommendations

Describe This Applicant

- Is this applicant a finalist?
  - Yes
  - No

How much do you think this person deserves?

Please enter a number. You can use a decimal, but exclude any other symbols.
Using the Rubric

• It is very important for our audit that we are able to show how each application is scored.
• Please rate each category 1 (worst) through 5 (best). The notes section is provided for your convenience for further explanation but is not required.
• Included in the packet is a guideline for ranking applicants.
• If your committee would like to see something added to the rubric please come speak with us.
To rank applicants use scale 1 to 5. 1 being the lowest and 5 being the highest. Situations change please select 3 alternate recipients. Amount available to spend $7,250.
Types of Questions on Rubric

General App Questions:
Rank 1-5
• Personal Statement
• Letters of Recommendation
• GPA
• Financial Need-EFC
• Test Scores
• Activities
• Community Service

Additional Questions
• Is this applicant a finalist?
• Award Amount?-The total amount available is noted at the top of every review
• Reviewer Notes-Note why an applicant does not qualify for this scholarship or what makes them an outstanding applicant for this.

Scholarship Specific Questions-Some scholarships are for students from specific areas and/or high schools or who are enrolled in a specific major or attending a specific college/university. These questions are to qualify those parameters.
Save VS Submit

- Save-Does NOT submit the review. Allows reviewer to go back in to continue/change answers.
- Submit-Finalizes the reviewing process.

To rank applicants use scale 1 to 5. 1 being the lowest and 5 being the highest. Situations change please select 2 alternate recipients. Amount available to spend $7,250
Save

Submit
Questions?
Contact Us

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